

November 1, 2004

MEMORANDUM

TO: ADMINISTRATORS
ALL IDAHO NURSING FACILITIES

FROM: DEBRA RANSOM, R.N., R.H.I.T., Chief
Bureau of Facility Standards

SUBJECT: "Application for Nursing Facility License and Annual Report – 2004"

Sections 39-1301 through 39-1317 of the *Idaho Code* and the rules adopted by the Board of Health and Welfare require each Idaho nursing facility to complete and submit an "Application for Nursing Facility License and Annual Report" each year.

Enclosed is your Annual Report form and set of instructions for completing the application. Your facility's license will be issued ONLY UPON RECEIPT OF YOUR ANNUAL REPORT.

**Please return your completed Annual Report
to this office BY DECEMBER 1, 2004.**

If you have any questions about the Annual Report, please call Loretta Todd, R.N., or Lorene Kayser, L.S.W., Q.M.R.P., Long Term Care Supervisors at (208) 334-6626.

DEBRA RANSOM, R.N., R.H.I.T.
Bureau Chief

DR/lt/dmj

Enclosures

cc: Idaho Health Care Association